

***** **READ POLICIES BELOW*******

Payment/Refunds/Withdrawal

Payment of fees for these courses will be **due in full at the May Term Office** (lower level of Stevenson Hall) **by March 2, 2010**. You may withdraw from a local travel course by notifying the Registrars Office (no other form of notification is acceptable). You must receive notice from the Registrar that you have *officially* withdrawn from the course. **There will be NO REFUNDS FOR THESE COURSES AFTER APRIL 1, 2010 (some courses may have an earlier deadline, please check with professor). The last day to drop is Friday, May 7th, 2010.**

Participants Responsibilities

Local travel courses are defined as courses with fees totaling less than \$500 which include field trips or other off-campus travel of relatively short distance and duration. When you enroll in a local travel course, you commit yourself to being part of the course, and you take on several additional responsibilities financial, behavioral, and academic. Financially, you assume responsibility for your share of the course cost, for paying fees on time, and for completing all necessary paperwork. Behaviorally, your responsibility is to be a credit to the University at all times. Academically, you are responsible for following the course program, including attending classes, completing all assignments, participating in group tours and experiences, and remaining with the group unless excused. You are expected to exercise good judgment and to be personally accountable for what you do and say at all times. Failure to abide by these expectations may result in dismissal from the course.

Faculty Responsibility

Faculty members directing local travel courses are responsible for the administration of the academic aspects of the travel experience. They are not chaperones. Like all travel program leaders and assistants, however, their disciplinary authority *does* extend to actions of any participant that threaten the stability or integrity of the travel course and includes the power to send any students home if need be. Behavior detrimental to the health and safety of any participant or to the class environment will not be tolerated. Transportation should be furnished by IWU physical plant or an outside provider. **Should personal vehicles be used in travel, a copy of the insurance card, and drivers license is due to the May Term office at the beginning of the term. If students are chosen to drive (this should be the last alternative if other means are not available), written permission of the owner of the vehicle being used, copy of drivers license and proof of insurance must be turned in to the May Term office at the beginning of the term.**

Liability in Connection with Travel Arrangements

Travel and other arrangements made in connection with local travel courses are provided solely as an accommodation for members of the University community who choose to participate. Neither Illinois Wesleyan, nor its officers, faculty, or employees, will accept responsibility or liability in connection with such arrangements or for accidents on a travel course. All participants and their legal guardians (if under age 18) must execute a release as condition of participation. You will be given a waiver to sign by your Professor during the first week of class

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